



Donations Request Form

All UTGSU Members are eligible to submit requests for monetary donations from the UTGSU towards events and/or initiatives which enhance the University of Toronto graduate student experience, as well as non – University of Toronto events and/or initiatives which include or are of interest to UTGSU Members. Please note that eligibility does not guarantee that a given donation request will be approved, as all donation requests are subject to review and approval by the UTGSU Finance Committee. All inquiries concerning UTGSU Donations Requests should be submitted to finance@utgsu.ca.

After completing this form, please email it to finance@utgsu.ca and include the following text in the subject line: 'Donations Request'. Incomplete forms will not be accepted. While the UTGSU Finance Committee makes every effort to ensure that donation requests are processed in a timely manner, all donation requests should be submitted a minimum of four (4) weeks prior to the start date of the event/initiative in order to ensure that a decision can be reached in advance of said date. Please note that the UTGSU Finance Committee reserves the right to request additional information after submission of this form before making a decision.

NB: As per the UTGSU donations policy, if an initiative is being organized by one of the following, the initiative will NOT be funded by the UTGSU:

- A Course Union of the UTGSU
- A Levy Group or Caucus of the UTGSU.

Is the initiative organized by one of the above listed organizations? Yes _____ No _____

1. Contact Information

Full Name of Primary Contact*	
Academic Unit (i.e. Department, Centre, Institute)	
Email	
Telephone #	
Full Name of Secondary Contact	
Academic Unit (i.e. Department, Centre, Institute)	
Email	
Telephone #	

*Please note that the Primary Contact must be a UTGSU Member for all donation requests



2. Description of Event/Initiative

The description of the event/initiative should address the following questions and include the following information. If the space provided below is insufficient, you may attach a separate page to this form (max 250 words).

- A general description of the activities to occur
- What are the goals of the event/initiative? How will it benefit UTGSU Members?
- Who are the targeted audiences?
- Who is organizing the event/initiative? Include partners, collaborators, sponsors and affiliates
- Has the event/initiative occurred in the past and if so, what has been its outcome?
- Website or other sources of additional information, if any

Name of Event/Initiative	
Date(s) of Event/Initiative	
Location(s) of Event/Initiative	
Estimated # of Total Attendees	
Estimated # of UTGSU Member (Graduate Student) Attendees	

Description:



3. Event/Initiative Budgeting

Estimated Revenue (Do not include amount requested from UTGSU)	
Source	Amount (\$)
1.	
2.	
3.	
4.	
5.	
Total Estimated Revenue	

Estimated Expenses	
Expense	Amount (\$)
1.	
2.	
3.	
4.	
5.	
6.	
Total Estimated Expenses	

Difference between Estimated Revenue and Estimated Expenses (\$)	
Amount Requested from UTGSU (\$) **	

** Amounts which exceed \$400 must be approved directly by the UTGSU General Council/Board-of-Directors following a recommendation by the UTGSU Finance Committee at the Committee's own discretion. All approved donations are issued by cheque and must be issued to an organization or administrative body. Cheques cannot be issued to an individual person(s).

4. Signature

By signing below, you state that the information provided in this form is accurate as of the date submitted. You also understand that the UTGSU Finance Committee reserves the right to not approve the donation request at their own discretion, and may request additional information before reaching a final decision.

Primary Contact Signature: _____

Secondary Contact Signature: _____

Date: _____